

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Manager of Operations & Engineering****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Ensures the proper operations of the Civic Facilities department buildings. Manages and organizes efficient operations of the maintenance and repair of the infrastructure. Ensures the timely and complete accomplishment of all support functions. Hires, trains and equips the engineering and operation staff.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Performs supervisory duties by scheduling personnel, reviewing event schedules and requirements, formatting work plans, providing assistance, interviewing, hiring, developing and disciplining personnel, and allocating resources.
2	L	Manages projects by developing and reviewing project specifications for capital improvements and infrastructure repair projects, and acting as building representatives for all projects.
3	S	Provides administrative support by tracking spending and budgets, processing paperwork, allocating funds, tracking services, inputting data, addressing customer complaints, coordinating support personnel for special events, ensuring the safety and well-being of customers, acting as a leadership team member, reviewing work environments, evaluating performance measures, developing plans of actions for organizational growth, developing and prioritizing infrastructure budgetary needs, and assigning costs for projects and services.

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CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read contracts, specifications, correspondence, and reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write contracts, specifications, correspondence, and reports.
Managerial	Managerial responsibilities include coordinating and managing construction projects, and special events.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, inspection of machinery and job site, observations, supervision
Sitting	O	Computer, desk work, answering telephone, meetings
Walking	F	To/from job site, inter-office, at events
Lifting	O	Office supplies, files, boxes, tools, event materials and equipment, tables, chairs
Carrying	O	Office supplies, files, boxes, tools, event materials and equipment, tables, chairs
Pushing/Pulling	O	Tables, chairs, doors
Reaching	O	Event materials and equipment, while performing event set ups
Handling	O	Office supplies, files, boxes, tools, event materials and equipment, tables, chairs
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	O	Performing event set up
Crouching	O	Performing event set up
Crawling	N	
Bending	O	Performing event set up, filing in cabinet drawers
Twisting	O	Performing event set up
Climbing	O	Stairs, step stool
Balancing	O	On step stool, when carrying equipment
Vision	C	Computer, desk work, reading, inspections, supervision, driving, equipment operation
Hearing	C	Telephone, staff, supervisor, architects, buyers, vendors, equipment noises, meetings, events
Talking	C	Telephone, staff, supervisor, architects, buyers, vendors, equipment noises, meetings, events
Foot Controls	O	Driving, equipment operation
Other (specify)	N	

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Computer, laser or inkjet printer, copy machine, fax machine, telephone, hand and power tools, zamboni, forklift, motor vehicle, Standard Microsoft Windows and Office software, Internet/Intranet, Insight 203. Energy Management system, Siberick, EBMS

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	W	Dirt and Dust	D	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	D	Warehouse	--
Electrical Hazards	M	Noise and Vibration	D	Shop	--
Fire Hazards	M	Fumes and Odors	N	Vehicle	--
Explosives	N	Wetness/Humidity	S	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	N	Other (see 2 below)	X
Physical Danger or Abuse	M				
Other (see 1 below)	N				

(1)

(2) Arena, Stadium, Opera house, Theater, Museum/Library

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	O
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)